


**PART I – TO BE COMPLETED BY PERSON PLACING ORDER**  
*Complete Part I and Send to OTS via mail or fax.*

NAME, ADDRESS, TELEPHONE, AND E-MAIL OF PERSON PLACING ORDER

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\_\_\_\_\_

Check One: ☐ Asst. Atty. Gen. ☐ Dist. Atty. ☐ Asst. Dist. Atty. ☐ Clerk

☐ CPCS Atty. ☐ Appellant ☐ Appellee ☐ Bar Advocate ☐ Other

ADDITIONAL COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

I AGREE TO OBSERVE THE RESTRICTIONS ON THE USE OF SUCH CD IN SUPERIOR COURT DEPARTMENT STANDING ORDER NO. 2-87.

\_\_\_\_\_

Signature of Person Placing Order / Date

NAME OF CASE

DOCKET NUMBER OF CASE \_\_\_\_\_

NUMBER OF COPIES ☐ 1 ☐ 2 OTHER \_\_\_\_\_

**JAVS DIGITAL RECORDING COPY IS \$50.50 PER CD AND IS COMPATIBLE WITH WINDOWS MEDIA PLAYER.**

DATE(S) OF PROCEEDING(S)

Portions Requested

☐ Entire Proceeding ☐ Opening Statement (D) ☐ Opening Statement (P)

☐ Closing Argument (D) ☐ Closing Argument (P) ☐ Opinion Of Court

☐ Jury Instructions ☐ Sentencing ☐ Bail Hearing ☐ Voir Dire ☐ Plea

☐ Testimony \_\_\_\_\_ ☐ Pre-Trial Proceeding \_\_\_\_\_

*Specify Specify*

☐ Other \_\_\_\_\_

*Specify*

IS THIS PROCEEDING PRESENTLY PENDING ON APPEAL? ☐ YES ☐ NO

If yes, in order that multiple copies may be made simultaneously whenever possible.

☐ I certify that I have notified all other parties of this request (A photocopy of this form may be used for this purpose.)

<b>OTS PERSONNEL ONLY:</b>	<b>DATE ORDER RECEIVED</b>	<b>DATE SENT TO COURT RECORDER</b>
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**PART II – TO BE COMPLETED BY COURT RECORDER**

NAME OF COURT RECORDER				COURT / ROOM	
CD NO.	DATE RECORDED	BEGINNING TIME STAMP	ENDING TIME STAMP	JUDGE	SPECIAL INSTRUCTIONS OR COMMENTS

For additional space, please see reverse side of form.

CD COPIED BY	ADDITIONAL COMMENTS:	COST WAIVED FOR:
DATE ORDER RECEIVED		<input type="checkbox"/> JUDGE <input type="checkbox"/> CLERK <input type="checkbox"/> D.A. <input type="checkbox"/> POLICE PROSECUTOR <input type="checkbox"/> ATTY. PROVIDED BY CPCS <input type="checkbox"/> G.L. C. 261, §§ 27 A-G <input type="checkbox"/> OTHER (specify): _____
DATE ORDER SENT TO OTS		<input type="checkbox"/> If more than one copy requested: Person placing order has been informed that only one copy is provided cost-waived, and has agreed to pay for the additional copies desired.

**PART III – TO BE COMPLETED BY THE OFFICE OF TRANSCRIPTION SERVICES (OTS)**

OTS RECEIPT STAMP	COST	DATE PERSON PLACING ORDER IS CONTACTED	ADDITIONAL COMMENTS:
DATE RETURNED TO CLERK'S OFFICE		RECEIVED BY	

## INSTRUCTIONS

**Instructions to person placing order:** Fill in Part I of this form. Use a separate form for each case and for each person requesting a Compact Disk copy. If the proceeding is pending on appeal, you must notify all other parties of your request so that multiple copies may be made simultaneously whenever possible. (You may use a photocopy of this form for that purpose, if there is more than one other party.) Present the original form to the Office of Transcription Services.

**Instructions to the Court Recorder:** Please fill in Part II.

**COST OF COMPACT DISK COPY: # of CD(s) x \$50.50 = TOTAL COST**  
\_\_\_\_\_ x \$50.50 = \$\_\_\_\_\_

### **Superior Court Standing Order 2-87. ELECTRONIC RECORDATION OF PROCEEDINGS**

4. **Counsel's responsibility.** Counsel shall assist in creating an audible record by properly using the microphones provided. **Counsel shall speak with sufficient clarity and in sufficient proximity to the microphones to insure an audible record, and shall be responsible for requesting the Presiding Justice, when necessary, to instruct other counsel, witnesses or others as to the proper use of the microphones in order to insure an audible record.**

6. **Open proceedings.** Compact disk copies of an original recording, or portions thereof, shall be made available by the Court upon request on a form prescribed by the Administrative Justice of the Superior Court Department to any person, whether or not a party, of any proceeding which was open to the public, unless the record of such proceeding has been sealed or impounded. In order that multiple compact disk copies may be made simultaneously whenever possible, any person making a request regarding a proceeding that is presently pending on appeal shall certify that he or she has notified all other parties of the request. Rule 8(b)(3) of the Rules of Appellate Procedure shall govern the method and manner of certification of the record on appeal and shall govern to the extent any of its provisions may appear in conflict with those of this Standing Order. The failure of a party to request a copy seasonably shall not be grounds for the delay of subsequent proceedings.

7. **Closed proceedings** A compact disk copy of the original recording, or any portion thereof, of a proceeding which was not open to the public, or of a proceeding whose record has been sealed or impounded, shall be deemed to be impounded and shall be subject to the provisions of law governing such closed proceedings, as well as to any additional restrictions with regard to its use which may be prescribed by the Justice who presides over the proceeding.

8. **Ordering CD copies.** The cost of compact disk copies shall be as established by the Chief Administrative Justice of the Trial Court pursuant to G.L. c. 262, § 4B. There shall be no cost for a compact disk copy produced for the use of the Court, or as authorized and approved by the Court. G.L. c. 261, §§ 27A-26G shall be deemed applicable to a request by or on behalf of a party determined to be indigent and the cost of a compact disk copy shall be deemed an "extra cost" as defined in § 27A.

9. **Impermissible uses.** No compact disk copy shall be used for a commercial purpose, for public or private entertainment or amusement, or for any other purpose, detrimental to the administration of justice. The recording by news media of a proceeding open to the public is governed by Canon 3(A)(7) of Rule 3:09 of the Rules of the Supreme Judicial Court.

#### **PART II - TO BE COMPLETED BY THE COURT RECORDER (if applicable)**

CD NO.	DATE RECORDED	BEGINNING TIME STAMP	ENDING TIME STAMP	JUDGE	SPECIAL INSTRUCTIONS OR COMMENTS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____